

MESA

PUBLIC SCHOOLS

PLEASE POST Equal employment opportunities are guaranteed regardless of national origin, race, creed, marital status, age, sex, color or handicap/disability.

HUMAN RESOURCES DEPARTMENT

63 East Main Street #101
Mesa, Arizona 85201-0724
(480) 472-0400

Director of Transportation

Mesa Public Schools is a K-12 district of approximately 74,000 students located 16 miles east of Phoenix in a suburban residential community supportive of education. Nationally recognized for student achievement, curriculum development, educational facilities, student programs and activities, the District seeks an outstanding individual to join the administrative team.

Applications are being accepted for the position of Director of Transportation for Mesa Unified School District. The Director of Transportation reports directly to the Assistant Superintendent of Business and Support Services. The starting date will be approximately May 1. The salary range for this 12 month position is approximately \$60,470 – 78,350 depending on education, preparation and like experience.

Responsibilities and Duties:

1. Direct and coordinate the activities related to pupil transportation services including driving, dispatching and routing.
2. Ensure adherence to all federal, state and district transportation policies, procedures and certification requirements.
3. Monitor driver training and performance with regard to bus operations and safety standards.
4. Monitor spending to ensure that expenses are consistent with approved budgets.
5. Oversee personnel processes including the hiring, training, and evaluation of all Transportation department staff.
6. Serve as liaison between the district and state officials charged with administration of state vehicle codes to exchange information and insure compliance with traffic and safety laws.

7. Interface with City of Mesa Transportation Department concerning street construction and traffic flow considerations.

Qualifications:

- Bachelor's Degree preferred and a minimum of 3-5 years experience in commercial or public school transportation management. Considerable years of relevant experience may be considered in lieu of a degree.
- Knowledge of business and management principles as related to public school transportation management with an emphasis on strategic planning, resource allocation and fiscal management.
- Ability to motivate, develop, evaluate and direct employees.
- Ability to develop and build a cooperative work team environment involving geographically separate satellite facilities.
- Working knowledge of computerized bus routing systems.
- Significant communication skills, both verbal and written, to provide information and resolve conflicts.
- Knowledge of laws, procedures and practices as related to the Arizona Department of Transportation, Department of Motor Vehicles and the Department of Public Service
- Ability to obtain a Commercial Drivers License through the state of Arizona.

Application Process:

Candidates must submit a completed **Classified Administrator** application, a letter of intent and three letters of recommendation. Applications and related materials should be sent to:

Jill Bonewell, Director of Classified Personnel
Mesa Unified School District
63 E. Main Street, #101
Mesa, AZ 85202-7422

Job postings and applications can also be viewed and printed from the Mesa Public Schools Human Resources web site at <http://www.mpsaz.org/hr>

**APPLICATION AND RELATED MATERIALS FOR THE ABOVE POSITION
MUST BE SUBMITTED ON OR BEFORE JUNE 5, 2006**

(APPLICATIONS MAY BE ACCEPTED UNTIL THE POSITION IS FILLED)